



JOB DESCRIPTION

JOB TITLE:	Contracts & Grants Analyst	DEPARTMENT:	Resource Recovery
REPORTS TO:	Resource Recovery Manager	FLSA STATUS:	Non-Exempt
APPROVED DATE:	July 16, 2009	REVISED DATE:	August 2016

SUMMARY

Under the direction of the Resource Recovery Manager, oversees the franchised recycling and solid waste removal contracts with Authority member agencies, as well as the service contracts for landfill and transfer station operations. Works closely with the General Manager and/or Finance Manager to review and ensure compliance with the provisions of all contracts and agreements between the Authority and vendors or consultants. Prepares and reports solid waste and diversion tonnage to governing agencies to ensure compliance with federal, state and local mandates. Performs a variety of complex paraprofessional-level analysis of statistical and narrative data, formulates and presents information in various formats. Seeks and applies for appropriate grant opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned).

This is a professional position that performs a variety of advanced analytical functions including liaison activities between member agencies, governing agencies and franchise haulers, as well as administrative and operational procedures to ensure compliance with all requirements, regulations and mandates pertaining to grants and contracts. This job class provides complex problem solving and independent decision-making functions that serve to increase waste diversion opportunities through program development, implementation of local waste reduction ordinances, adherence to government regulations and guidelines, and also includes a major customer service and code compliance element.

Contract Administration - Ensure compliance with all provisions of agreements between member agencies and franchise haulers. Review applicable government code sections and new legislation, ordinances, resolutions and policies to determine compatibility and conformity with each jurisdiction's contractual obligations. Prepare progress reports and other exhibits to demonstrate contract compliance. Review submittals from consultants, contractors or franchise haulers for adherence with proposal or contract requirements. Participate in request for proposal development and process, contract review, award, amendment, extension and rate/fee establishment or review. Advise city representatives, staff and other interested parties of contractual rights and obligations. Review all correspondence concerning franchise hauler or service provider contracts and respond as necessary. Establish and maintain contact with city representatives, franchise haulers, service providers or consultants to ensure the successful negotiation and implementation of the contract awarding and administration process. Coordinate with all necessary departments to implement or fulfill obligations of franchise or service agreements. Compile data for contract compliance and maintains status databases.

Analyst - Develop, prepare and maintain reports on solid waste tonnage and diverted materials, programs or operations; extrapolate, format and present information as requested. Submit solid

waste and diversion tonnage reports to governing agencies to ensure compliance with all applicable federal, state and local reporting requirements.

Grants – Establish a reliable network of funding announcements and make recommendations on opportunities to pursue in alignment with the Authority’s mission, vision and values. Prepare and submit grant applications accurately, in accordance with the guidelines established by the funding agency. Administer current grants by maintaining the grant application schedule, deadlines and requirements; managing the procurement process as it relates to the expenditure of grant funds; reviewing budget and project status to ensure proper implementation of funds; ensuring full compliance of all proposals with grantor requirements as to content, format, monitoring and documentation; and preparing timely reports as required by the granting agencies.

SUPERVISORY RESPONSIBILITIES

None- this position will supervise the contracts and grants function.

QUALIFICATIONS

Education and Experience - Bachelor’s Degree in Accounting, Finance, Business, Public Administration or closely related field, with four (4) years of full-time experience in an analyst, accounting and/or management review and assessment position, preferably in a public agency setting; or work experience equivalent to a Bachelor’s Degree. Experience within the solid waste or recycling industry is desirable.

LICENSING AND CERTIFICATION

Possession of valid California Class C Driver’s License at time of appointment.

COMPETENCIES

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge

Knowledge of principles, practices and methods of waste hauler franchise agreement provisions; basic data sampling and statistical analysis techniques; budgetary and accounting practices; record-keeping principles and practices; computer applications related to the work; public relations and communication techniques; operational principles and concepts related to the Resource Recovery and Operations departments and franchise administration; applicable laws, codes and regulations; basic principles and practices of public administration.

Skills

Interpreting, applying and explaining applicable laws, codes and regulations; maintaining accurate records and files; performing professional-level analytical functions related to the work; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; establishing and maintaining effective working relationships with franchisees, representatives from member agencies, partners and others contacted during the course of the work; using tact, discretion and prudence when corresponding with those contacted during the course of the work; working successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, promotes an open exchange of ideas and is an effective listener. Regularly informs staff and others of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of formats including oral presentations, written reports, letters, memos, emails, etc.

Fiscal Consciousness

Conserves resources in a cost-effective manner. Explores methods of improving procedures that result in a positive fiscal impact.

Customer Focus/Interpersonal Skills

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, sincere, approachable, tactful, compassionate, sensitive and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ideas, processes and innovations. Adapts quickly and effectively to new environments, people, and responsibilities, as well as stressful situations and factors outside of his/her control. Actively attempts to influence events and independently prompts appropriate action. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and proactively develops contingency plans accordingly. Remains current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Maintains professional development with ongoing training/education. Actively seeks assignments and other on-the-job opportunities for self-improvement. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively and productively participates in team meetings and supports the contributions of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional team projects (when required).

Physical Demands

Mobility to work in a typical office setting, using standard office equipment, and arranging for transportation to attend off-site meetings and visit various work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment

The work environment is an office setting; however, the office is located adjacent to a solid waste transfer station and material recovery facility, which may expose an individual to fumes, airborne particles, loud noise levels and unpleasant odors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date